

Source References

#61 - #92

Ch. III - Section A

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source Reference
CH. III-A

611

(First one under CH. III)

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CIA Exec. for IS-Acc Purf. 15 Oct. 1947

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ADMINISTRATIVE OFFICER	
Responsible for internal office arrangements and supply, personnel affairs, for administration, administrative procedures, internal security measures, message center, and maintenance of office records.	

EXECUTIVE FOR INSPECTION AND SECURITY	
<ol style="list-style-type: none"> Provides for special inspections and investigations as directed by the Director. Provides for examination and audit of all CIA fiscal transactions, including financial and administrative transactions and reports findings and recommendations to the Executive Director. a. Formulates and supervises the implementation of security policies pertaining to the safeguarding of classified information, the security of operations, personnel, supplies and facilities. b. Formulates and supervises the implementation of security policies relative to the availability of other agencies to serve CIA in security matters and to determine the adequacy of security controls in such agencies. c. Initiates such planning for security projects as may be directed by the Director. d. Is responsible for the security of all CIA installations, including CIA property, personnel, and facilities, including inspection of offices for security enforcement. e. Is responsible for the investigation and security clearance of all personnel for CIA employment, with certain exceptions which are stated separately. f. Is responsible for all contacts with the FBI and other security agencies in connection with security matters pertaining to CIA. g. Will receive reports of violations of security policies and regulations on the part of CIA personnel and initiate appropriate action in such case. h. CIA will maintain a central record of security reports on individuals in connection with possible employment or other utilization by CIA, with certain exceptions which are stated in the record. i. The Executive for Security will keep such records to only those individuals specifically authorized by the Director to have such access. 	

SECURITY BRANCH	
<ol style="list-style-type: none"> Develops and enforces security regulations governing CIA personnel, property, installations, and facilities. Is responsible for the investigation and security clearance of all personnel for CIA employment. Conducts special security investigations of CIA offices and buildings; carries out the investigation of individuals who enter or leave the premises, the pass and visitor control and the guard force. Establishes and maintains liaison with the FBI on personnel security matters. 	

SECURITY COMINT	
<ol style="list-style-type: none"> Develops in cooperation with other security agencies of the government, uniform security measures, and practices on matters of concern. Prepares overall security and dissemination for intelligence activities, coordination of intelligence activities. Develops coordinated security measures of its own and recommends such as may be directed by the Director. Plans specific security projects as may be directed by the Director. 	

TO EXECUTIVE DIRECTOR

ADVISORY COUNCIL	
<ol style="list-style-type: none"> Maintains liaison with boards, committees, and other bodies (not under CIA jurisdiction) for the purpose of: <ol style="list-style-type: none"> Advising the Director of activities requiring his cognizance or attention. Obtaining papers and documents of interest to the Director, including briefs and recommendations to the Director in connection with his activities. Maintaining an office of record for the collection and filing of such papers and documents. Coordinates with appropriate CIA activities in connection with their responsibility to insure adequate and timely assistance and action when indicated. Is responsible for the collection and rendering necessary assistance to appropriate representatives of foreign governments in their relations with CIA. 	

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INSPECTION AND AUDIT BRANCH	
<ol style="list-style-type: none"> Conducts audits of the manner in which operational funds are used and accounted for and makes reports of financial transactions involving CIA personnel, property, and funds. Makes inspections to ascertain the manner in which intelligence activities are being performed. As directed by the Director, conducts inspection of operations to ascertain the adequacy and effectiveness of service and support. Makes special reports to the Director as requested. 	



25X1A

Analyst
Inspector

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Internal
Security
Division

Investigations
Division

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